



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Offender Rehabilitation 800 Peachtree Street, NE Atlanta, Georgia 30365 Probation Data Section	Application Number 82-223	
Application Number		Date Received JUN 8 1982 JUL 14 1982	Date Completed JUL 20 1982
2. Person to Contact Carol Jordon Supervisor, Data Collections		Working Title	Telephone Number 894-5394
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest Present		5. Records Series Title (followed by title used in office; if different) Probation/Parole Workload Monthly Summary Report	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Probation Data Section is responsible for collecting information through documents received weekly from probation field offices for coding for computer input for tracking of Georgia probationers who are on both active and terminated status. This information is distributed thru reports to management in Alph, numeric sequence and by supervisors' caseload for caseload management purposes.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Summarizing monthly workload activities of probation/parole supervisors throughout the State: Included are: 1974 - March March, 1981; Monthly computer printouts, DCC form 4, showing number of probationers on caseload, race, sex, number terminated, number new, total investigations, and total conferences. April, 1981 1980 - present; Same information but is maintained on microfiche. File is arranged: by Region: there under by name of probation/parole supervisor			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Quarterly report and yearly report
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? as of 1978 this print is COM
X	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
After 1977 this data is no longer being printed out for retention by the Central Office -- data remains in the Probation Data Bank.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
1974 - ~~1977~~ March, 1981 Calendar Year; ☐ Fiscal Year; ☒ Other Immediately then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold 10 year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

gag April, 1981-present:

~~1974~~ - present (COM): cut off file monthly; hold in current files area 1 year, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	5/24/82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-19-82
		Secretary of State/Designee	7-15-82
		Attorney General/Designee	7-14-82